



Volunteer Application and Agreement

Branch:

Date:

Volunteer's Name:

Daytime Phone:

Mailing Address:

City/Zip:

PERSONAL INFORMATION (For Official Use Only)

SSN:

CA Drivers License #:

Expires:

Birthdate:

(month & day only)

Proof of Insurance: Company:

Policy # :

Emergency Contact: Name:

Phone:

As an adult (age 18), have you ever been convicted of a misdemeanor or felony? yes no

You must complete this section to be considered for a position. Convictions are evaluated for each position and are not necessarily disqualifying.

Date & Location of Conviction:

Penal Code Violation #:

Explanation:

If you have worked in a library before, please specify the library name and briefly describe your duties:

Please identify the areas below in which you have interest and some skills to bring to a volunteer assignment by checking all that apply:

- | | |
|---|---|
| <input type="checkbox"/> general clerical or administrative skills | <input type="checkbox"/> coordinating other volunteers |
| <input type="checkbox"/> knowledge of library materials, processes and operations | <input type="checkbox"/> working with adults |
| <input type="checkbox"/> graphics, displays, advertising and promotional materials | <input type="checkbox"/> working with seniors or retirees |
| <input type="checkbox"/> teaching, tutoring, homework assistance | <input type="checkbox"/> working with younger children |
| <input type="checkbox"/> data collection, record keeping, statistics, research skills | <input type="checkbox"/> working with youth/teens |
| <input type="checkbox"/> adult literacy tutoring | <input type="checkbox"/> circulation desk/public contact |
| <input type="checkbox"/> fund-raising activities | <input type="checkbox"/> computers, Internet |
| <input type="checkbox"/> reading and story telling | <input type="checkbox"/> craft activities |

TIME COMMITMENT & SCHEDULE AVAILABILITY:

I understand that a minimum commitment of 2 hours per week for 3 months, or a minimum total of 25 hours of volunteer work is expected (except as noted below for students under age 18 and Community Service referrals from a Volunteer Center) in addition to any orientation and training I may receive. My availability is as follows: (individual, flexible schedules will be arranged between the volunteer and branch staff, based on library needs and volunteer availability)

Sun Mon Tue Wed Thu Fri Sat am pm evenings

If you are a Volunteer Center referral for a Community Service requirement:

Enter hours required:

Completion Date:

Students under age 18: Parental Signature is required. If you are fulfilling an academic requirement:

Enter hours required:

Completion Date:

Name of School:

Volunteer Program Category (RV, YA, CL, FR, NL, GN, OA, GAB, Other):

ACCEPTANCE AND APPROVALS:

Volunteer Signature & Date

Branch Approval & Date

Administrative Approval & Date